

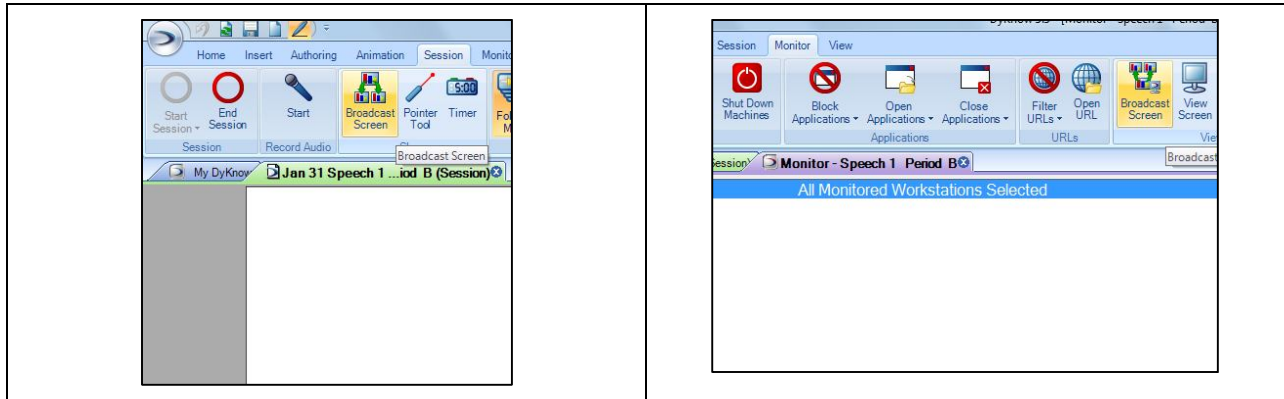
DYKNOW VISION: A MANUAL

**DYKNOW STEP-BY-STEP
TABLE OF CONTENTS**

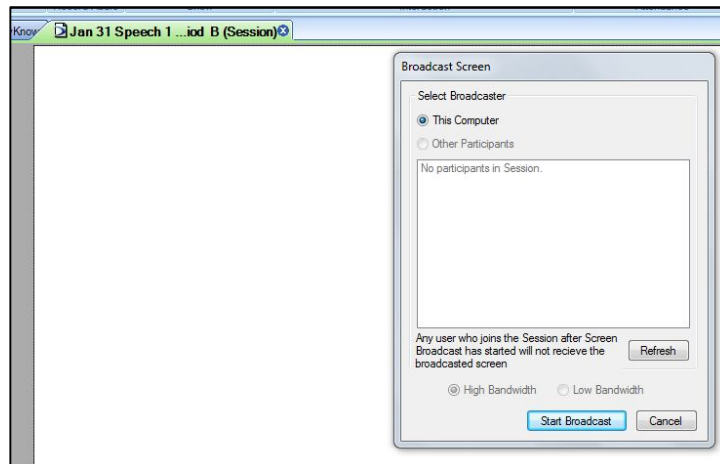
Broadcast Screen.....	3
Follow Me.....	4
Backgrounds.....	5
Images.....	6-7
Manage Panels (Submit, Collect, Return).....	8-10
Poll Participants.....	11-13
Share Control.....	14
Starting a Class in DyKnow.....	15-17
Text Box.....	18
Work in Groups.....	19

Broadcast Screen DyKnow Step-by-Step

1. From the “Session” or “Monitor” tab, click “Broadcast Screen.”



2. Choose if you would like to broadcast your computer (This Computer) or choose a specific student’s machine to broadcast.



(NOTE: Only your computer – “This Computer” – can be broadcast via the Monitor tab. When you click on “Broadcast Screen” from the Monitor tab, the above box will not appear. You will automatically be broadcasting your screen to the class.)

3. Click “Start Broadcast.”
4. Once you have started the broadcast, you can move between programs you want your students to see on their screen.



This box will appear in your upper left hand corner as you navigate between programs. Click “Capture Screenshot” to insert a picture of your current screen in DyKnow. To end the broadcast, click “Stop Broadcast.”

Follow Me DyKnow Step-by-Step

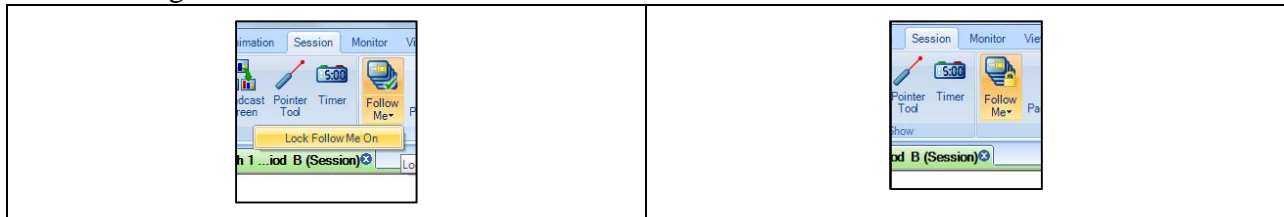
To synchronize the participant slide with the teacher slide (so they see what you see):

1. From the “Session” tab, click the “Follow Me” icon.



A checkmark will appear over the icon indicating follow me is active. When the teacher changes slides, students who have not manually “tacked-in “ with their pushpin will change slides as well.

2. To lock students on your slide and prevent them from navigating elsewhere, click the “Follow Me” dropdown arrow and click “Lock Follow Me” on. A lock symbol will appear on the icon indicating follow me is locked.



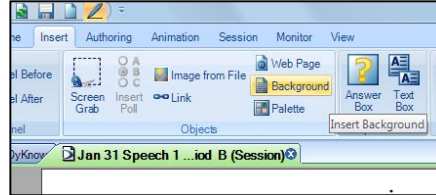
When follow me is locked, your students will ONLY see the slide you are viewing in your session. If they have been taking notes in other slides, they may be worried that this work has “disappeared.” Not to fear, once you unlock follow me, they will see all their slides again.

3. To give manual navigation back to your students, click the “Follow Me” icon again (on the “Session” tab). The checkmark or lock symbol will disappear indicating follow me has been turned off.

Backgrounds DyKnow Step-by-Step

To insert a background on your slide:

1. From the “Insert” tab, click the “Background” icon.



2. Choose your desired category (graphs, maps, paper, tables, templates) followed by your desired background image (see options below).

Graphs	Maps	Paper	Tables
4 XY Grids (Positive Axis Only) Graph Paper (Large) Graph Paper (Medium) Graph Paper (Small) XY Grid (Positive Axis Only) XY Grid (Large) XY Grid (Medium) XY Grid (Small) Trig Coordinate Plane 1 Trig Coordinate Plane 2 Trig Unit Circle	U.S. Map World Map	Handwriting Paper (Large) Handwriting Paper (Medium) Handwriting Paper (Small) Engineering Paper Lined Paper Horizontal Lines Vertical Lines Music Paper Music Paper (Blank)	Numbers Table Numbers Table (Blank) Multiplication Table Multiplication Table (Blank) Periodic Table

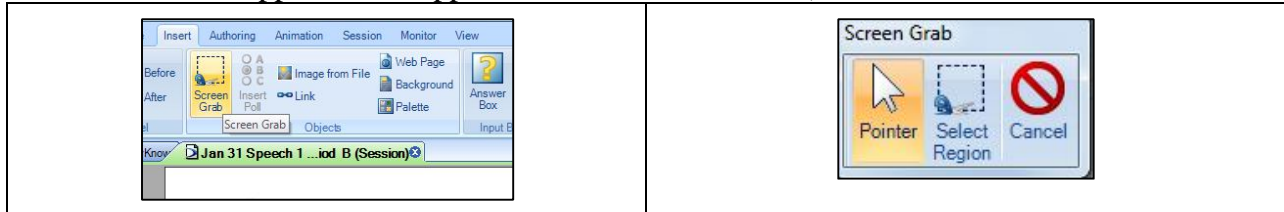
Templates
Alphabet (Uppercase and Lowercase) Alphabet Chart (A-M Lowercase) Alphabet Chart (A-M Uppercase) Alphabet Chart (N-Z Lowercase) Alphabet Chart (N-Z Uppercase) Balance Sheet Cash Flow Statement Clock Face General Journal General Ledger Income Statement

3. (Optional) Check the “Create all new panels with this background” box if you want to show that background on all slides.
4. Click “OK.”

Images DyKnow Step-by-Step

To insert an image via the “Screen Grab” feature:

1. From the “Insert” tab, click the “Screen Grab” icon. (DyKnow will minimize and a “Screen Grab” menu will appear in the upper left corner of the screen.)

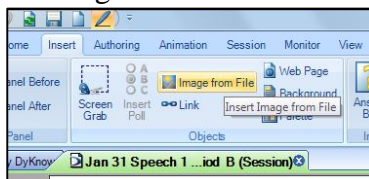


2. While on the “Pointer” tool, browse on your computer to the desired image.
3. Click “Select Region.”
4. Click and drag over the region of your screen to be captured into DyKnow.
5. Click “Capture.” (This will appear at the bottom right hand corner of the region you have selected.)



To insert an image from a file:

1. From the “Insert” tab, click the “Image from File” icon.



2. Browse for the desired image and click “Open.”

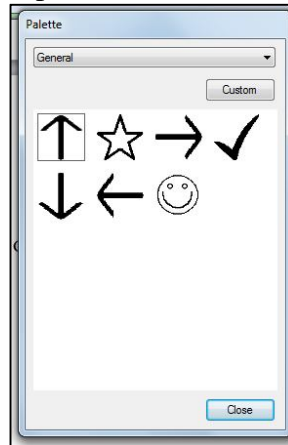
Images (continued) DyKnow Step-by-Step

To insert an image from the “Palette”:

1. From the “Insert” tab, click the “Palette” icon.



2. Choose your category from the drop down menu (Circuits, General, Math, Music).

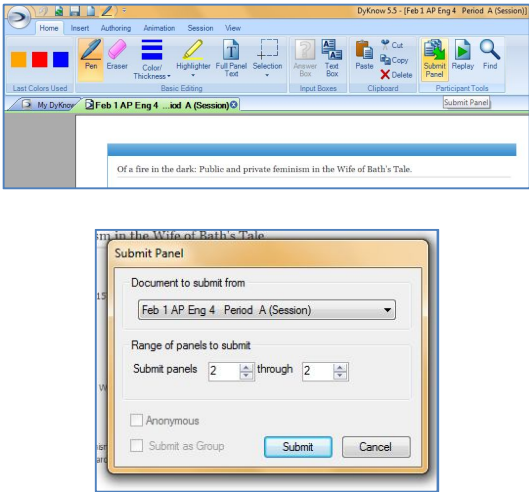
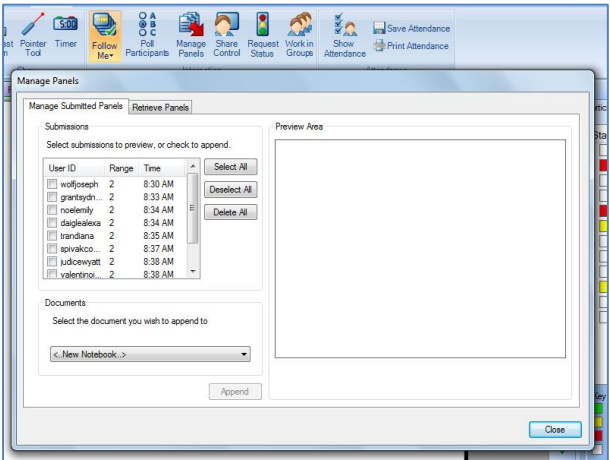


3. Choose the image you want to insert.
4. Click on the slide.
5. Repeat steps three and four for multiple images.
6. Click close.

NOTE: If you have a folder containing your favorite .JPEG or .GIF images, you can add that folder as a category using the custom button.

Manage Panels (Submit, Collect, Return) DyKnow Step-by-Step

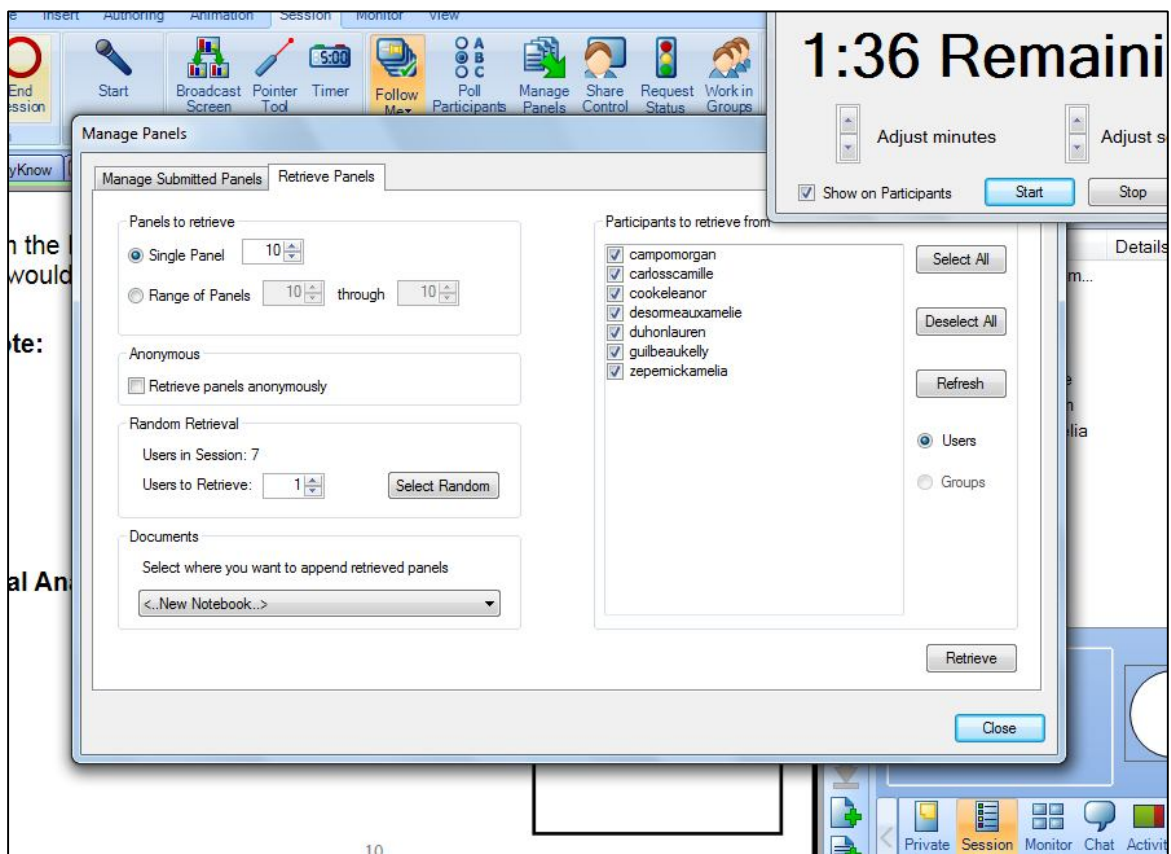
Managing Submitted Panels

What students do	What teachers do
<ol style="list-style-type: none"> 1. Complete the homework or activity. 2. From the “Home” tab, click “Submit Panel” (NOTE: Students can submit multiple panels if necessary). 	<p>After students have submitted their work:</p> <ol style="list-style-type: none"> 1. From the “Home” or “Session” tab, click “Manage Panels.” 2. Check the box next to the names of the users you would like to manage. 3. Select the dropdown menu at the bottom to append the submitted panels to a “New Notebook” (in order to grade later) OR to the “Current Session Notebook” for everyone to see. 4. Click “Append.”
	

Manage Panels (Submit, Collect, Return) – (Continued) DyKnow Step-by-Step

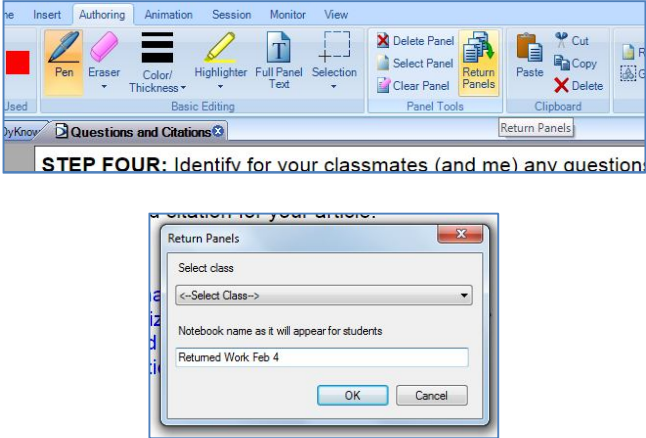
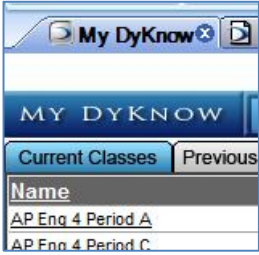
Managing Retrieved Panels

What students do	What teachers do
<ol style="list-style-type: none"> 1. Complete the activity as directed (watching the clock they will see at the bottom of their screen if the timer is set) 	<p>As the students complete the activity:</p> <ol style="list-style-type: none"> 1. Set the DyKnow Timer for timed activities. 2. From the “Home” or “Session” tab, click “Manage Panels.” 3. Click the “Retrieve Panels” tab. 4. Select the individual or range of panels to collect and whether to collect them anonymously. 5. Check the box next to the names of the users you would like to collect or use the random retrieval functionality. 6. Select the dropdown menu at the bottom to append the collected panels to a “New Notebook” (in order to grade later) or to the “Current Session Notebook” (for everyone to see). 7. Click “Retrieve.”



Manage Panels (Submit, Collect, Return) – (Continued) DyKnow Step-by-Step

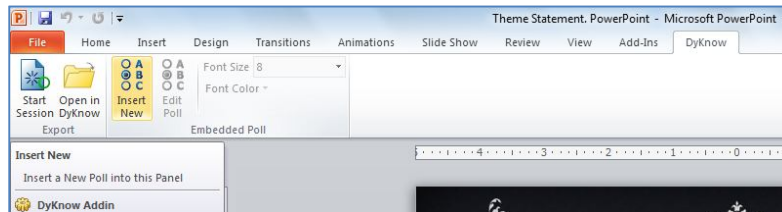
Return Panels

What teachers do	What students do
<ol style="list-style-type: none"> 1. Sign-in to DyKnow. 2. Open and mark up previously saved submitted or retrieved work in DyKnow. 3. From the “Authoring” tab, click “Return Panels.” 4. Select the class the work should be returned to. 5. (Optional) Give the returned work a name (i.e. 3/13/2010 – English Essay). 6. Click “OK.” 	<ol style="list-style-type: none"> 1. Sign-in to DyKnow. 2. Navigate to “My DyKnow” tab and click the class name for the class that work has been returned to. 3. Click on the notebook name to open and view it.
	

Poll Participants DyKnow Step-by-Step

To create a poll before class, in PowerPoint:

1. Open up the desired PowerPoint file and navigate to the slide the poll will be added to.
2. Click the “DyKnow” tab.
3. Click the “Insert New” button.



4. Check the box next to the type of poll you wish to give (multiple choice, true/false, etc.) and click “Next.”

A screenshot of the 'Insert DyKnow Poll' dialog box. The 'Select Question Type' section is active. It contains a 'Question Type' dropdown menu set to 'D'. Below it are four checkboxes: 'Multiple Choice: A - D' (checked), 'True or False', 'Yes or No', and 'Z (Don't Know)'. At the bottom, there is a checkbox for 'Receive answers anonymously' and buttons for 'Close', 'Start Over', 'Back', and 'Next'.

5. Type in the question and possible answers.

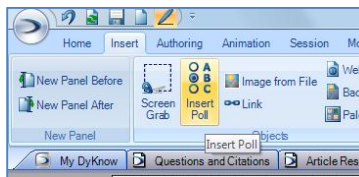
A screenshot of the 'Insert DyKnow Poll' dialog box. The 'Optionally Add Custom Question or Answers' section is active. It features a text area for 'Custom Question (Optional)'. Below this is a section for 'Custom Answers (Optional)' with a grid of input fields for letters A through Z. To the right of this grid are input fields for 'True', 'False', 'Yes', 'No', and 'Don't Know'. At the bottom right, there is a 'Correct Answer' dropdown menu. Buttons for 'Close', 'Start Over', 'Back', and 'Insert Poll' are at the bottom.

6. Click “Insert Poll.”

Poll Participants (continued) DyKnow Step-by-Step

To create a poll before class, in DyKnow:

1. Open up the desired DyKnow notebook and navigate to the slide the poll will be added to.
2. From the “Insert” tab, click the “Insert Poll” button.



3. Check the box next to the type of poll you wish to give (multiple choice, true/false, etc.) and click “Next.”

A screenshot of the 'Insert DyKnow Poll' dialog box, specifically the 'Select Question Type' screen. The dialog has a title bar 'Insert DyKnow Poll'. Below the title bar is the section 'Select Question Type'. Under 'Question Type', there are four checkboxes: 'Multiple Choice: A - D' (selected), 'True or False', 'Yes or No', and 'Z (Don't Know)'. At the bottom, there is a checkbox for 'Receive answers anonymously'. At the very bottom are buttons for 'Close', 'Start Over', 'Back', and 'Next'.

4. Type in the question and possible answers.

A screenshot of the 'Insert DyKnow Poll' dialog box, specifically the 'Optionally Add Custom Question or Answers' screen. The dialog has a title bar 'Insert DyKnow Poll'. Below the title bar is the section 'Optionally Add Custom Question or Answers'. There is a text area for 'Custom Question (Optional)'. Below that is a section for 'Custom Answers (Optional)' with two columns of input fields labeled A through F. To the right of these are radio buttons for 'True', 'False', 'Yes', 'No', and 'Don't Know'. At the bottom right is a 'Correct Answer' dropdown menu. At the very bottom are buttons for 'Close', 'Start Over', 'Back', and 'Insert Poll'.

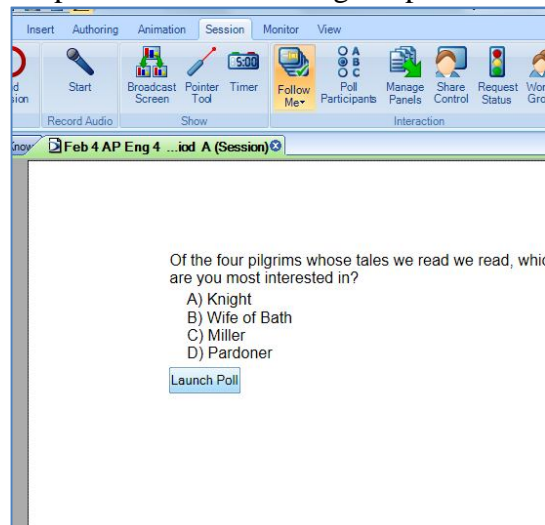
5. Click “Insert.”

Poll Participants (continued)

DyKnow Step-by-Step

Administering polls that were created before class:

1. Add the slide from your Prepared Notes containing the poll to the session.



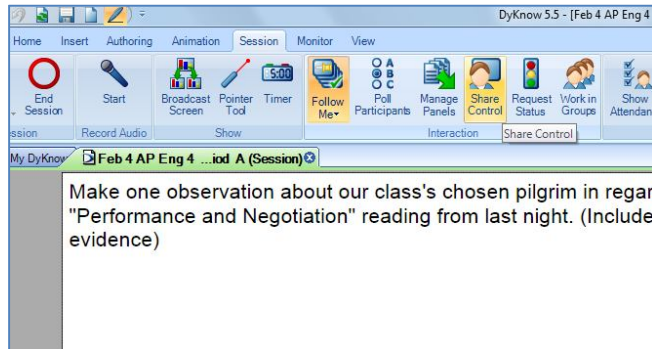
2. Press the “Launch” button under the poll.
3. After you have received all of the answers, click “Results.”
4. Choose how you wish to see the results (table, pie chart, etc.) and click “Capture” to display the results on the panel.
5. (Optional) Save the results as a .csv file by clicking “Save.”

To create and send a poll during class:

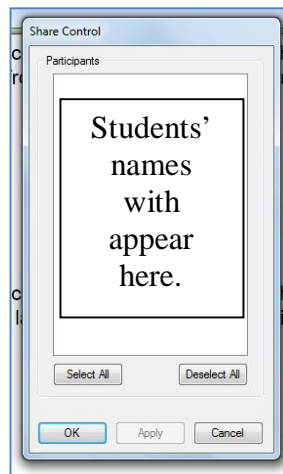
1. From the “Home” or “Session” tab, click “Poll Participants.”
2. Check the box next to the type of poll you wish to give (multiple choice, true/false, etc.) and click “Next.”
3. Type in your question and answers here.
4. Click “Next.”
5. When ready to view results, click “Results.”
6. Choose how you wish to see the results (table, pie chart, etc.) and click “Capture” to display the results on the panel.
7. (Optional) Save the results as a .csv file by clicking “Save.”

Share Control DyKnow Step-by-Step

1. From the “Home” or “Session” tab, click “Share Control.”



2. Select the student(s) you wish to give control and click “OK.”



3. That student now has control of the panel and everyone else can see what he/she is writing.
4. To take away control, follow the steps above and unselect all students, then click “OK.”

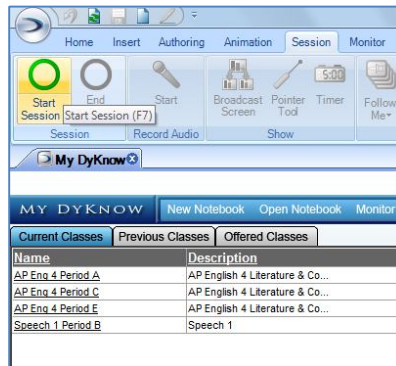
Starting a Class in DyKnow DyKnow Step-by-Step

1. Sign in to DyKnow and click “Start Session” next to the class for which you would like to begin a session.

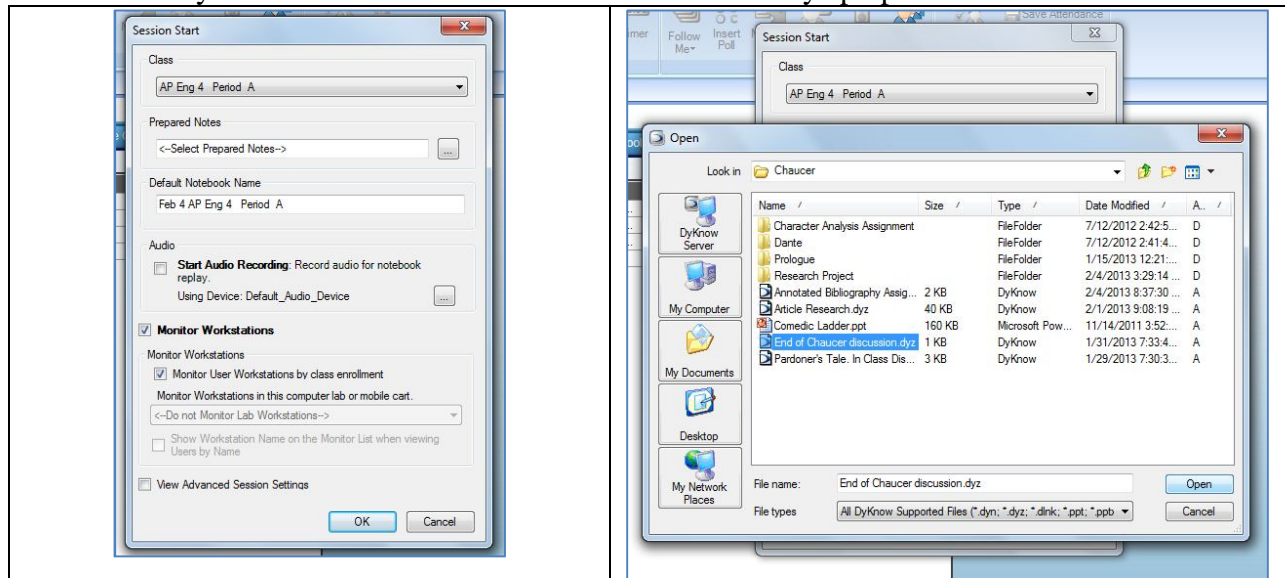
Name	Description	Status	Commands
AP Eng 4 Period A	AP English 4 Literature & Co...		Start Session
AP Eng 4 Period C	AP English 4 Literature & Co...		Start Session
AP Eng 4 Period E	AP English 4 Literature & Co...		Start Session
Speech 1 Period B	Speech 1		Start Session

OR

Click “Start Session” on the “Session” ribbon.



2. Choose your “class” and click on “...” to browse for any “prepared notes” for the session.

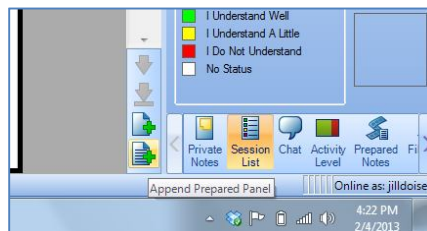


Make sure you have the “Monitor User Workstations by class enrollment” if you also wish to use DyKnow Monitor. Then, click “OK” to start your session.

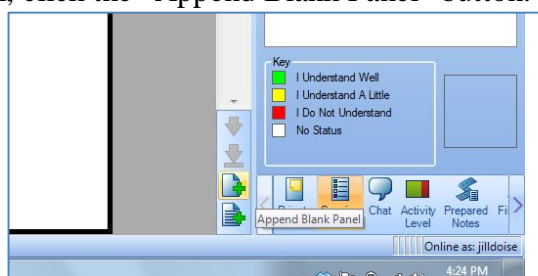
Starting a Class in DyKnow (continued)

DyKnow Step-by-Step

3. Students will need to join your session by signing on to DyKnow (using their network login information) and clicking “Join Session” next to your class. NOTE: “Join Session” will only appear after you have started the session. Also, if a student isn’t signed into DyKnow, they will not see this option.
4. If you have prepared panels, bring in your first prepared panel by click the space bar or the “Append Next Prepared Panel” button.



5. To bring in a blank panel, click the “Append Blank Panel” button.



6. You will see a variety of icons in the “Viewer” panel on the lower-right hand side of your screen.



Private Notes: Any notes you might see during a session, but your students would not (similar to the “Notes” section in a PowerPoint).

Session List: the students who have joined your session

Chat: allows you to open a “chat session” from Teacher-to-Student only, from Student-to-Teacher only, or between all participants.

Activity Level:

Prepared Notes: will show you the slides in your session; if you wish to jump ahead to a slide, scroll to the slide you wish to append, click on it, and then press the space bar or “Append Next Panel” button.

Filmstrip: will show you the slides you have appended to your session

Animation Timeline: will show you any animation you have added to a panel (similar to animation in PowerPoint, but with fewer options)

Starting a Class in DyKnow (continued)

DyKnow Step-by-Step

7. You will see a variety of options in the Session tab to use special features.

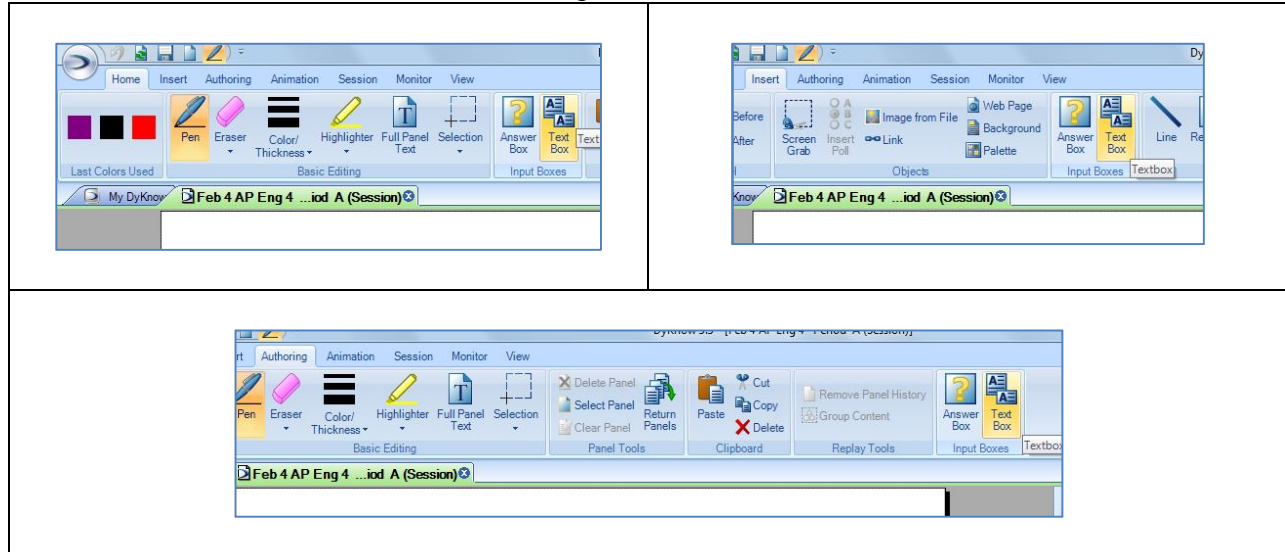


8. To end your session, click on “End Session” on the “Session” tab. NOTE: You will have to separately stop monitoring your students through the “Monitor” tab.
9. Repeat this process for your next session or “Sign Off” in the Application Menu to exit DyKnow.

Text Box DyKnow Step-by-Step

To insert a new text box:

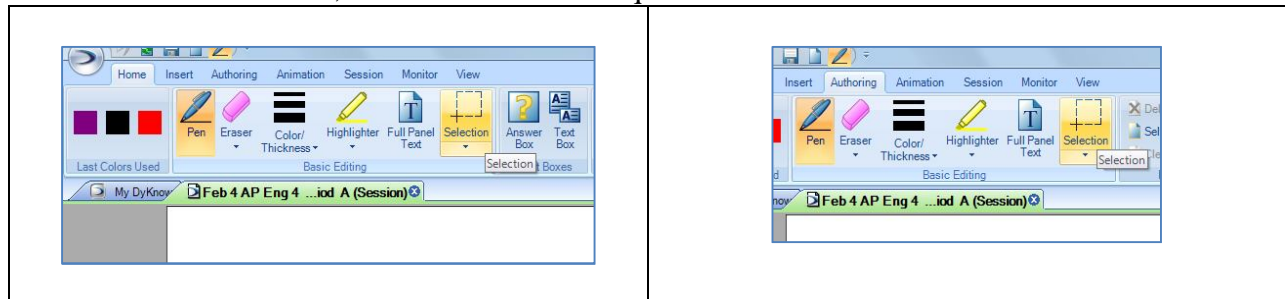
1. From the “Home,” “Insert” or “Authoring” tab, click “Text Box.”



2. Click the position on the panel you want to insert the text box.
3. Type your text.
4. (Optional) Resize or move the text box by clicking on the dotted lines surrounding the text box.
5. Click outside the dotted lines to plant the text on the panel.

To edit an existing textbox:

1. From the “Home” tab, click the “Selection Square.”



2. Single click the text you want to edit.
3. Type your changes.
4. Click outside the dotted lines to plant the text on the panel.

Work in Groups

DyKnow Step-by-Step

1. From the “Session” tab, click on “Work in Groups.”
2. Check the box next to the names of the students you want to be in a group and click “New Group.” Continue until you have all of your groups. (NOTE: If students have not joined your session, you will not be able to place them in groups.)
3. (Optional) Randomly group students by selecting the number of work groups and click “Random.”
4. (Optional) You can choose to limit work group collaboration to specific panels by selecting a panel range.
5. (Optional) You can choose to save the groups if you will be using them again by clicking “Save.”
6. (Optional) If you have previously saved groups you wish to use, click “Load.”
7. After you have all of your groups assembled, click “OK.”
8. To take students out of work groups, click “Work in Groups,” then “Ungroup All” and “OK.”